

**Minutes of the Virtual Ordinary Meeting of Exning Parish Council
held on Wednesday 22nd April 2020 at 7.00pm via the Zoom Conferencing Platform
[The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority
& Police & Crime Panel Meetings) (England & Wales) Regulations 2020]**

PRESENT: Parish Councillors T Wood (Chairman), J Gowing, E Needham, R Stubbs. Also in attendance; C Whitaker (Clerk to Exning Parish Council), WSC Cllr S Cole (departed 7.50pm). There were no members of the public in attendance.

OPEN FORUM: Nothing raised.

Item 1.4/20: Chairman's welcome & to receive/approve Councillors' apologies for absence: Chairman, Cllr T Wood, opened the meeting at 7.04pm. There were no apologies received. Cllrs Robinson, J & V London & C Nilsen intended to join the Zoom meeting, but there were some technical issues. [LGA 1972, sch12,p40]

Item 2.4/20: Report by Suffolk County Councillor, Rachel Hood: Cllr Hood did not attend the meeting. There was no report supplied. [EPC Standing Order 24]

Item 3.4/20: Report by West Suffolk District Councillor, Simon Cole: Cllr Cole attended the meeting until 7.50pm. He reported as follows:- WSC is in shutdown due to the Coronavirus Pandemic national emergency: they are providing the 'Home, But Not Alone', helpline for vulnerable people. The Police & Crime Commissioner's appointment will be extended by one year to May 2021, as per new recent emergency legislation. The brown bin composting service has been temporarily suspended, but the date terms will be extended for all participants in due course. [EPC Standing Order 24]

Item 4.4/20: Declarations of Interest & Requests for Dispensation: There were no new declarations or requests made. [Localism Act 2011,ss.31&33]

Item 5.4/20: To Agree & Sign the Minutes of the Ordinary Meeting of Exning Parish Council on Wednesday 24th February & agree the Notes in Lieu of Minutes for the email vote on 25th March 2020 as a true record: The minutes were approved and will be signed by Chairman, Cllr T Wood, at the next permitted face-to-face meeting. (proposed Cllr R Stubbs, seconded Cllr J Gowing, agreed by all present) [LGA 1972, Sch12,p41(4)]

FINANCE

Item 6.4/20: To receive the Finance Report for March 2020 & Current Financial Position from the Clerk; including the End of Year Budget against Actual figures for 2019/20: The Finance Report for March 2020 was received. The financial position as at 22/4/2020 was reported as £57,700.71. The precept of £60,000 is due to be received by the end of April. The End of Year Budget figures were discussed. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Item 7.4/20: To approve receipt & payment schedule for April 2020, authorise cheques & electronic payments for the current month & confirm electronic payments for the previous months: The payment schedule for April 2020 was approved. (proposed Cllr T Wood, seconded Cllr R Stubbs, agreed by all present) The April 2020 non-confidential payments & receipts were scrutinised & approved electronically by two account signatories (Payment & Receipt Details for April 2020 listed under Appendix A). Confidential payments for April 2020 were scrutinised & approved electronically by Chairman, Cllr T Wood & Vice Chairman, Cllr R Stubbs. The electronic payments for March 2020 will be confirmed against the bank statements by Cllr T Wood at the next permitted face-to-face meeting. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Item 8.4/20: Chairman to confirm the bank account balances for February 2020 match against the bank statements: Chairman, Cllr T Wood, stated that he had confirmed that all reported bank balances match the bank statement amounts. Bank account balances for March 2020 will be confirmed at the next permitted face-to-face meeting. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Item 9.4/20: To agree to liaise with Exning Neighbours Volunteer Group to enable a Volunteer Shopping Payments System during the Coronavirus Pandemic: The scheme, suggested by SALC, is in operation after an emergency email consensus was achieved and the purpose is to avoid high-risk cash handling by shopping recipients & volunteers at this difficult time. The system is working well with little financial risk to the parish council. (proposed Cllr E Needham, seconded Cllr R Stubbs, agreed by all present) [LGA 1972, s.137]

ADMINISTRATION

Item 10.4/20: To receive a report from the Village Newsletter Working Group: This item will be deferred to such a time when the situation regarding the Coronavirus Pandemic is more settled. [LGA 1972, s.142]

Item 11.4/20: To hold a retrospective vote regarding emergency matters decided via email following the cancellation of the council meeting on 25th March due to the coronavirus pandemic lockdown order as follows:-

- a. To authorise schedule of non-confidential payments for March 2020 – the schedule was authorised. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]
- b. To consider & approve the appointment of Internal Auditors for Exning Parish Council for 2019/2020 – the Internal Auditor appointed was Suffolk Association of Local Councils . [Accounts & Audit Regulations 2015 (SI 2015/234), reg6]
- c. To approve the Direct Debit & Standing Order agreements for the financial year 2020/2021 – the direct debit & standing order agreements were approved. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]
- d. To approve the temporary authorisation for the Clerk, Chairman & Vice Chairman to make delegated emergency decisions for the continuance of essential council business until further government legislation is released regarding the COVID-19 situation – the temporary delegated powers were approved. [LGA 1972, s.101, ss.1b]
- e. To agree to support (non-monetary) the Exning Neighbours Volunteer Group with practical help & advice – support was approved. LGA 1972, s.137]
- f. To agree to support any high-risk category employees to self-isolate & to reduce council work to minimum essential work – the aforementioned support was approved. [LGA1972, s.112]

- g. To agree that self-isolating or isolating council staff will continue to be paid basic salary – the aforementioned salary arrangements were approved. [LGA1972, s.112]
- h. To approve an increase of some salaries at April 2020 – the salaries of the Village Keepers were agreed at £10 p/hour. [LGA 1972, s.112]
- i. To approve a new staff position of 'Gatekeeper' – the position was approved. [LGA1972, s.112] (proposed Cllr E Needham, seconded by Cllr R Stubbs, agreed by all present)

Item 12.4/20: Other Administrative Matters

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, stated that there was a marvellous volunteer movement being co-ordinated in the area and proposed a vote of thanks be given to West Suffolk Council & Newmarket Town Council for their part in setting this up. (proposed Cllr T Wood, seconded Cllr R Stubbs, agreed by all present)
- b. **To receive the Clerk's Report (& receive Correspondence): UPDATE: Coronavirus Pandemic** – EPC has been involved with Exning Neighbours Volunteer Group, setting up the Volunteer Shopping Scheme. **Audit** – EPC Audit is ready for submission, pending further instruction. **CORRESPONDENCE: Newmarket Day Centre** – a letter of thanks for the Section 137 grant given last month to assist with costs of providing an increased number of hot meals at home for people isolating due to coronavirus. **SALC/PKF Littlejohn LLP** – notice that the final audit deadline for the financial year 2019/2020 will be postponed from September 2020 to November 2020 to allow for delays with the Internal & External audits due to the coronavirus situation. [The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020] **Residents in the parish** – emails regarding the watercourse & sightings of rodents. These could be rats, but also there are voles (protected species) along the river as confirmed by a recent report by the Wild Trout Trust. It was noted that fish had been spotted in the stream recently. *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*
- c. **To confirm cancellation of the Annual Meeting of the Council & the Annual Meeting of the Parish on 27th May 2020 due to the COVID-19 outbreak & in line with Govt guidance [The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020]:** New legislation allows for the postponement of the Annual Meeting of the Council; for up until May 2021. It was resolved that the Annual Meeting of the Council would be cancelled for May 2020, but the situation would be reassessed in three months' time. Until such time, the existing chairman would stay in situ. (proposed Cllr J Gowing, seconded Cllr R Stubbs, agreed by all present) It was noted that the Annual Parish Meeting is not covered by this new legislation, but that Govt advice currently bans meetings of more than two people at present. More advice is awaited from SALC.
- d. **VE/VJ Day – to consider a request from the Royal British Legion to plant commemorative trees:** it was resolved to offer the RBL the opportunity to plant a tree in the Old Cemetery to commemorate VE Day & to plant a tree in the Lacey's Lane cemetery to commemorate VJ Day; all locations subject to confirmation of suitability. Trees to be sourced, paid for & planted by the parish council. (proposed Cllr R Stubbs, seconded Cllr J Gowing, agreed by all present) [Open Spaces Act 1906, ss.9&10]
- e. **To receive an update regarding the Quarter 4 Council Resolutions:** The resolutions & actions were noted.
- f. **To amend Standing Orders to allow for virtual meetings of the council:** The Standing Orders were amended with a Temporary Amendment Order regarding meetings being held virtually during the period of the Govt coronavirus restrictions on people meeting together. (proposed Cllr T Wood, seconded Cllr R Stubbs, agreed by all present) [The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020]

CLERK

PLANNING

Item 13.4/20: Report from the Planning Working Group - & to discuss issues arising – A report was made as follows by Cllr J Gowing:- (proposed Cllr J Gowing, seconded Cllr E Needham, agreed by all present) [Town & Country Planning Act 1990, Sched. 1 para 8]

CLERK

MARCH 2020 REPORT

Agenda Item 13 a: RESPONSES TO PLANNING APPLICATIONS BY EPC

DC/20/0371/TCA	The Mill Barn Mill Lane Exning CB8 7JW <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/20/0366/HH	The Mill House Cotton End Road Exning CB8 7NW <i>Householder application – Single storey extension above existing garage</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/20/0411/TCA	7 Glanely Gardens Exning CB8 7PA <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/20/0409/TCA	The Old Rectory Church Lane Exning CB8 7HF <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/20/0354/FUL	Rear of 20 Oxford Street Exning <i>Full application – one dwelling</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION

Agenda Item 13 b: RESPONSES TO PLANNING DECISIONS BY WSC

DC/20/0029/TCA	4 Chapel Street Exning CB8 7HA <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED
DC/20/2493/TPO	Regal Lodge Swan Lane Exning Suffolk CB8 7EL	EPC – NO OBJECTION WSC – PENDING DECISION

	<i>Application to work on a tree under a Tree Preservation Order TPO 029 (1959)</i>	
DC/20/0145/TCA	8 Chapel Street Exning CB8 7HA <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED
DC/20/2442/FUL	Plantation Stud House Snailwell Short Road Exning CB8 7LJ <i>Single storey extension, extra parking space, upgrade to entrance, landscaping</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/20/0102/HH	25 St Martins Close Exning Suffolk CB8 7HG <i>Householder application – single storey extension</i>	EPC – NO OBJECTION WSC – APPROVED
DC/20/0059/HH	18 Beechwood Close Exning CB8 7EL <i>Householder application – single storey extension, demolition of existing porch</i>	EPC – NO OBJECTION WSC – APPROVED
DC/20/0208/TCA	2 Laceys Lane Exning CB8 7HL <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/20/2011/HH	3 Swan Grove Exning CB8 7HX <i>Householder application – 2 storey side extension, single & 2 storey front extension over existing garage with porch, single attached garage</i>	EPC – OBJECTION (SEE DETAILS) WSC – PENDING DECISION

Agenda Item 13 c: APPEALS

AP/19/0055/STAND	Land adjacent to 7 The Highlands, Exning <i>1no. dwelling & new access from The Highlands</i>	Appeal Date Start: 20/11/2019 WSC – Decision Pending
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DC/20/0211/HH: "Exning Parish Council OBJECTS to this application; it feels the plans go too close to the boundaries, it will fill the plot totally and be out of keeping with the road where the houses all sit centrally."

APRIL 2020 REPORT

Agenda Item 13 a: RESPONSES TO PLANNING APPLICATIONS BY EPC

DC/20/0421/HH	69 Burwell Road Exning CB8 7DU <i>Householder application – Conservatory part roof canopy to rear elevation</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/20/00463/TCA	Harraton Villa 32 Chapel Street Exning CB8 7HB <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/20/0450/FUL	Land adjacent to Garden Cottage Church Lane Exning <i>Full application – 1 dwelling with detached garage</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/20/0573/TCA	6-8 Church Street Exning CB8 7EH <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION

Agenda Item 13 b: RESPONSES TO PLANNING DECISIONS BY WSC

DC/20/2493/TPO	Regal Lodge Swan Lane Exning Suffolk CB8 7EL <i>Application to work on a tree under a Tree Preservation Order TPO 029 (1959)</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/20/2442/FUL	Plantation Stud House Snailwell Short Road Exning CB8 7LJ <i>Single storey extension, extra parking space, upgrade to entrance, landscaping</i>	EPC – NO OBJECTION WSC – APPROVED
DC/20/0208/TCA	2 Laceys Lane Exning CB8 7HL <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED
DC/20/2011/HH	3 Swan Grove Exning CB8 7HX <i>Householder application – 2 storey side extension, single & 2 storey front extension over existing garage with porch, single attached garage</i>	EPC – OBJECTION (SEE DETAILS) WSC – APPROVED
DC/20/0371/TCA	The Mill Barn Mill Lane Exning CB8 7JW <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED
DC/20/0366/HH	The Mill House Cotton End Road Exning CB8 7NW <i>Householder application – Single storey extension above existing garage</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/20/0411/TCA	7 Glanely Gardens Exning CB8 7PA <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/20/0409/TCA	The Old Rectory Church Lane Exning CB8 7HF <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION

DC/20/0354/FUL	Rear of 20 Oxford Street Exning Full application – one dwelling	EPC – COMMENT (SEE DETAILS) WSC – PENDING DECISION
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Agenda Item 13c: APPEALS

AP/19/0055/STAND	Land adjacent to 7 The Highlands, Exning <i>1no. dwelling & new access from The Highlands</i>	Appeal Date Start: 20/11/2019 WSC – Decision Pending
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DC/20/0211/HH: "Exning Parish Council OBJECTS to this application; it feels the plans go too close to the boundaries, it will fill the plot totally and be out of keeping with the road where the houses all sit centrally."

DC/20/0354/FUL: "Exning Parish Council would request that the turning area is retained, along with access down the side of the property for use by residents of other houses in that area."

It was noted that application **DC/19/2200/TPO 1 Glanely Gardens**, where the parish council had objected to the removal of trees, had been passed when the application was amended to the 'pollarding' of trees; with the effective destruction of the tree in question & alteration of the street scene. WSC Cllr Cole will be taking up this matter with the WSC planning office.

WSC S
COLE

Item 14.4/20: To receive an update regarding Chancery Park matters: The Clerk tabled a report detailing information regarding the Exning Draft Development Brief Consultation for the next phase of the Chancery Park development. The planned public drop-in on 31/3/2020 was cancelled due to the coronavirus situation. Persimmon Homes, who initially attempted to proceed with an online consultation, have now confirmed that the consultation period will be extended with the recommendation by WSC Planning Office stating that the number 1 preference would be for the rescheduling of another public drop-in event in the village. It was resolved that the parish council will a) write to Persimmon Homes, copying WSC Planning Office, requesting that full plans should be posted to the entire parish in the event of no drop-in event being carried out in the future; with the option for people to respond to the consultation via email, post or telephone if they are unable to access online tools – and b) Formulate a full parish council written response to the consultation. [Town & Country Planning Act 1990, Sched. 1 para 8]

CLERK

WSC CLLR S COLE LEFT THE MEETING AT 7.50PM

HIGHWAYS

Item 15.4/20: Report from Highways Group – & to discuss issues arising: Blocked drains on Cemetery Hill have been reported to SCC Highways using the online reporting tool.

RECREATION & ENVIRONMENT

Item 16.4/20: Report from the Recreation & Environment Group – & to discuss issues arising: After an initial cessation of services due to the coronavirus situation, grass cutting has restarted in the play area, churchyard & cemeteries with staff observing social distancing rules.

Item 17.4/20: To resolve to exclude press & public under the Public Bodies (Admissions to Meetings) Act 1960: the public & press be excluded for the remainder of the meeting because of the likely disclosure of private & confidential information: (proposed Cllr T Wood, seconded Cllr E Needham, agreed by all present)

Item 18.4/20: To discuss staffing matters: Two candidates for the Village Keeper vacancy have been shortlisted, with Zoom interviews being conducted on 23/4/2020. Some proposed amendments to contracts were discussed. [LGA 1972, s.112]

CLERK /
CHAIR

Item 19.4/20: Item requests for the next agenda: Cllrs to email the Clerk with any requests.

Item 20.4/20: Date of next meeting: The next Virtual Parish Council Meeting will be held on **Wednesday 24th June 2020 at 7.00pm**; hosted via the Zoom conference platform. Should the current situation change, allowing face-to-face meetings to resume, the meeting will take place in Exning Community Church Hall.

Chairman, Cllr T Wood, closed the meeting at 8.04pm.

APPENDIX A: April 2020 Non-Confidential Payments & Receipts

Schedule of Non-Confidential Payments & Receipts to inform Full Council						
Date:	Apr-20					
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED	
Flagship Homes	£ 112.17	£ 22.43	£ 134.60	Storage rental	Open Spaces Act 1906, ss.9&10	
MW Nice Ltd	£ 152.40	£ 30.48	£ 182.88	Wood for LL Cemetery fence repair	Open Spaces Act 1906, ss.9&10	
West Suffolk Council	£ 98.80	£ -	£ 98.80	National Non Domestic Rates - fire engine hut	Open Spaces Act 1906, ss.9&10	
West Suffolk Council	£ 181.12	£ -	£ 181.12	National Non Domestic Rates - LL Cemetery	Open Spaces Act 1906, ss.9&10	
SALC	£ 770.38	£ -	£ 770.38	Annual Subscription fees	LGA 1972, s.143	
West Suffolk Council	£ 785.20	£ -	£ 785.20	Dog Bin Waste - annual removal fees	Open Spaces Act 1906, ss.9&10	
Ridgeons Ltd	£ 324.60	£ 64.92	£ 389.52	Plyboard for old chapel / slab for LL Cemetery	Open Spaces Act 1906, ss.9&10	
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	Website management services	LGA 1972, s.142	
G Dewick	£ 300.00	£ -	£ 300.00	Labour - LL Cemetery fence repairs	Open Spaces Act 1906, ss.9&10	
J Askew	£ 300.00	£ -	£ 300.00	Labour - LL Cemetery fence repairs	Open Spaces Act 1906, ss.9&10	
Clerk Reimbursements	£ 201.82	£ 14.87	£ 216.69	Topsoil & Grass Seed (LL Cemetery) / Stationery, Website, Virtual Meeting Hosting	Open Spaces Act 1906, ss.9&10; LGA 1972, s.142	
West Suffolk Council	£ 140.66	£ -	£ 140.66	Trade Waste - annual removal fees	Open Spaces Act 1906, ss.9&10	
West Suffolk Council	£ 196.56	£ -	£ 196.56	Organic Waste - annual removal fees LL Cem	Open Spaces Act 1906, ss.9&10	
West Suffolk Council	£ 196.56	£ -	£ 196.56	Organic Waste - annual removal fees Old Cem	Open Spaces Act 1906, ss.9&10	
Harmony Gardens	£ 84.00	£ -	£ 84.00	Churchyard Wildflower gardening fees	Open Spaces Act 1906, ss.9&10	
	£ 3,869.27	£ 132.70	£ 4,001.97			
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED	
HMRC	£ 352.52	£ -	£ 352.52	VAT Refund Q4 (2019/2020)	VAT Act 1994, s.42	
	£ 352.52	£ -	£ 352.52			